



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
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October 25, 2007

TO: PROJECT DIRECTORS  
Child Death Review Team Program

RE: Request for Application

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division, is pleased to announce the release of the Child Death Review Team Program (RE) Request for Application (RFA) for fiscal year 2007/08.

A copy of the RFA is enclosed and will be posted on the OES website. The grant period will begin January 1, 2008 and end December 31, 2008. This is the fourth and final year of this program. The total amount available for this program is \$40,000. This program is made available through federal Children's Justice Act (CJA) funds. Please note, funding is contingent on availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding, the application should be received or postmarked by Thursday, November 29, 2007. Instructions for mailing the application are included in the RFA. This document is designed to be interactive electronically with fillable forms which are available on the OES website in "Forms" at [www.oes.ca.gov](http://www.oes.ca.gov). Users need to use Adobe Reader 7.0 or 8.0 (free software) in order to access and save the text of their completed forms.

Should you have questions, please feel free to contact Leigh Bills, Senior Program Specialist by phone at (916) 324-7207 or by e-mail at [Leigh.Bills@oes.ca.gov](mailto:Leigh.Bills@oes.ca.gov).

Sincerely,

LORI SUZANNE NOSANOW, Chief  
Victim Justice Section

Encl  
cc: Chron

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD DEATH REVIEW TEAM PROGRAM  
REQUEST FOR APPLICATION**

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[Printable Version](#)

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- III. [FORMS](#)** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select "Forms", **or** paste the following link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

[GRANT AWARD FACE SHEET AND INSTRUCTIONS](#)

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[SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#)

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) – b. Without Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

NON-COMPETITIVE BID JUSTIFICATION (If applicable)

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**REGIONAL CHILD DEATH REVIEW TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the Recipient Handbook. The Recipient Handbook provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Leigh Bills  
Phone: (916) 324-7207  
FAX: (916) 327-5674  
[Leigh.Bills@oes.ca.gov](mailto:Leigh.Bills@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Thursday, November 29, 2007**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Law Enforcement & Victim Services Division, Victim Services Branch  
Regional Child Death Review Team Program RFA  
Leigh Bills – Victim Justice Section

2. Hand delivered by **5:00 p.m. on Thursday, November 29, 2007** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Law Enforcement & Victim Services Division, Victim Services Branch  
Regional Child Death Review Team Program RFA  
Leigh Bills – Victim Justice Section

#### **D. ELIGIBILITY**

To receive funding under this program, applicants must be currently operational and receiving OES grant funding for the Regional Child Death Review Team (RE) Program and be one of the following four agencies:

- Children's Network
- Fresno Council on Child Abuse Prevention
- Shasta County Child Abuse Prevention Coordinating Council
- Greater Bay Area Child Abuse Prevention Council Coalition

#### **E. FUNDS**

Amount: The Regional Child Death Review Team Program is funded with federal Children's Justice Act (CJA) funds. The total amount available for the fourth and final year of the program is \$40,000, which will be split evenly between the four agencies.

Grant Period: The grant period for this program begins January 1, 2008 and ends December 31, 2008. Execution of this grant is contingent upon availability of funds, compliance with program objectives, and project performance.

#### **F. PROGRAM INFORMATION**

The Children's Justice Act (CJA), which supports this program, is derived from the Federal Crime Victim's Fund, an amalgamation of fines and fees collected from defendants convicted of federal crimes. The Crime Victim's Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants are awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended, October 3, 1996. Recipient states must be eligible for the CAPTA Basic State Grant and establish and maintain a multi-disciplinary task force on children's justice issues.

OES is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systemic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported numerous programs throughout California and propelled much needed change in the system's response to child abuse. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases. Child fatality cases involving suspected child abuse or neglect also meet CJA criteria.

Sub-grantees must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.

The CJA Task Force is a requirement for California's eligibility to receive the federal funds. This CJA Task Force is comprised of professionals throughout California who have knowledge and expertise in the areas of criminal justice and child abuse, including investigation of child physical

abuse, child neglect, child sexual abuse and exploitation, and child maltreatment-related fatalities. The Task Force is responsible for making policy, program, and training recommendations to the State regarding improvements and reform to the way suspected child abuse cases are handled.

A brief description of each of the program's objectives is included within this RFA in Part II, Section A: Project Narrative.

**G. PREPARING AN APPLICATION**

Part III - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the eight (8) required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**REGIONAL CHILD DEATH REVIEW TEAM PROGRAM  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages. Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

A problem statement is only required if the current problem statement is no longer applicable.

**2. Plan and Implementation**

Using the focus areas described below, develop a plan to address the problem(s) identified in the applicant's region within one of the focus areas provided. The plan must include objectives, activities, and proposed outcomes to implement within the applicant's region. The applicant should describe how it will work with each of the local teams in the region to achieve each of the program objectives, how the objectives and activities will be accomplished, and how each of the objectives will be documented.

The following is a list of the three focus areas with examples of the types of activities and outcomes that can be included within the applicant's plan. Only one focus area must be included within the plan; however the applicant may include more than one if it chooses.

**1. Data Collection:**

To ensure data collection efforts not only meet local needs but also are compatible and do not duplicate or conflict with the State mandate for standardized Child Death Review Team (CDRT) data collection, a regional data collection plan for purposes of the RCDRT Program must be coordinated with existing State efforts for assessing the existing data collection options and for planning and implementing local data collection efforts. The applicant proposing a plan under the data collection focus area will be required to work with the Fatal Child Abuse and Neglect Surveillance (FCANS) Program in the Department of Health Services (DHS) Epidemiology and Prevention for Injury Control (EPIC) Branch in order to facilitate an effective local and statewide data collection process.

As part of California's efforts to coordinate and integrate State and local child death reviews to address child abuse and neglect (CAN) fatalities, DHS is mandated to maintain a tracking system for CAN deaths (P.C. 11174.34). Existing CDRTs are also required to participate in this statewide tracking system by meeting minimum standard protocols and submitting information on CAN fatalities in a timely manner. The FCANS Program in the EPIC Branch is the responsible state program.

The FCANS Program provides a standard data collection form in hard copy for teams to use to submit their data to the State. This form was designed from a public health perspective and allows data collection for all child deaths reviewed, not just CAN deaths. This form can be downloaded from:

<http://www.dhs.ca.gov/epic/cms/documents/FCANSManualE.pdf>. The FCANS Program also conducts an annual Reconciliation Audit to "reconcile" data from State data sources with information collected by county CDRTs. Together these two tools help establish the annual incidence of CAN fatalities in California.

The goal for these regional efforts is to make this data collection system more responsive to the needs of the local teams, and thus more effective as a statewide data system. An effective local system will need to make data entry as convenient as possible and provide local teams with more "real time" access to their own county data.

In addition to the current hard copy version of the FCANS form, the use of an electronic data entry and retrieval option is being explored: a web-based Child Death Review Case Reporting System developed and currently being pilot tested by the National Maternal Child Health (MCH) Center for Child Death Review.

This system allows registered users to enter local CDR team data using a standard form via the Internet into a centralized web server. The data form can be viewed at:

[http://www.keepingkidsalive.org/pdf/National\\_CDR\\_Case\\_Report\\_Form\\_2005.pdf](http://www.keepingkidsalive.org/pdf/National_CDR_Case_Report_Form_2005.pdf)

In real time, registered users will be able to enter and revise data, search and retrieve data, download their own data, and obtain standardized reports based on their data.

Interested users can access a test site to explore the functionality of the system by contacting the FCANS Program and being assigned a password. California will be entering into a Data Use Agreement with the National MCH Center that will spell out the levels of access for registered users (e.g., only individuals specified by local teams will have access to enter data). The first year is a pilot year for this national system and users will participate in the review and finalization of the system. The process for applicants interested in developing a plan under this focus area is the following:

1. Contact DHS FCANS Program Manager to enter into a Memorandum of Understanding (MOU) for developing a plan for addressing the region's data collection needs. The MOU must be signed and dated by each of the participating counties within the region and by DHS. The FCANS Program Manager contact information is:

Stephen J. Wirtz, Ph.D.  
Research Scientist, EPIC Branch  
California Department of Health Services  
MS 7214, P.O. Box 997413  
Sacramento, CA 95899-7413  
(916) 552-9844, (Fax) (916) 552-9810  
[swirtz@dhs.ca.gov](mailto:swirtz@dhs.ca.gov)



2. Submit the proposed plan with the RCDRT Program application by the due date and begin implementation of the plan upon approval of the applicant's grant award agreement by OES.

2. Report and Recommendations:

- Conduct analysis of child deaths reviewed for a specific time period (locally or regionally);
- Determine findings (locally or regionally);
- Develop recommendations (could include training on how to develop effective recommendations); and
- Write, produce, print, and distribute report(s).

3. Prevention Activities and Community Awareness:

- Identify prevention strategies based on findings and recommendations; and
- Develop a community awareness campaign to include presentations to local officials, awareness materials, community activities, etc.

**B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select "*Recipient Handbooks*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact Leigh Bills, Senior Program Specialist, at (916) 324-7207 should you have additional budget questions.

1. Budget Narrative

A Budget Narrative will generally not be necessary if all the line items are presented in the required detail. A Budget Narrative is required, however, if the budget includes unusual or excessive expenditures. If included, the Budget Narrative must be typed and placed in the application in front of the budget pages. The Budget Narrative must demonstrate/describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.

- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

### a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

#### 1) **Salaries**

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant’s personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

#### 2) **Benefits**

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**c. Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in “Forms” ([FORMS](#)).
- Noncompetitive Bid Request (if applicable)

- Noncompetitive Bid Justification (if applicable)